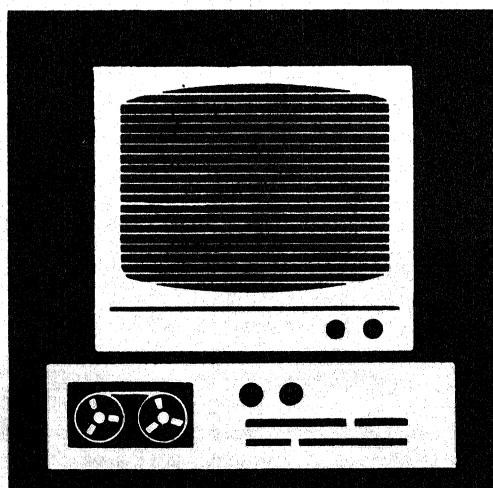
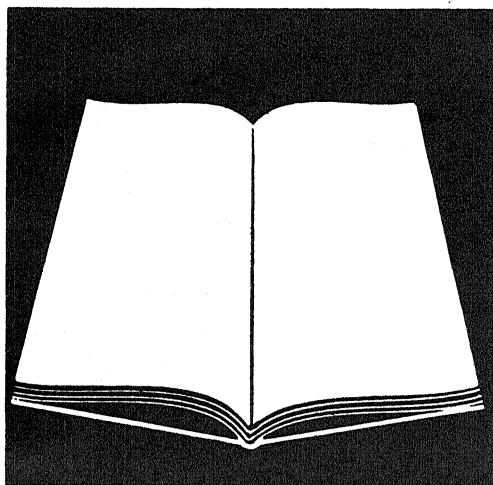


BI-ANNUAL PROFESSIONAL DEVELOPMENT PROGRAM

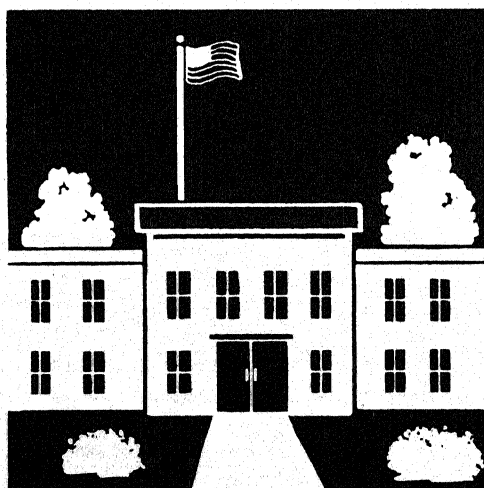


**JULY 1985
THROUGH
DECEMBER 1985**

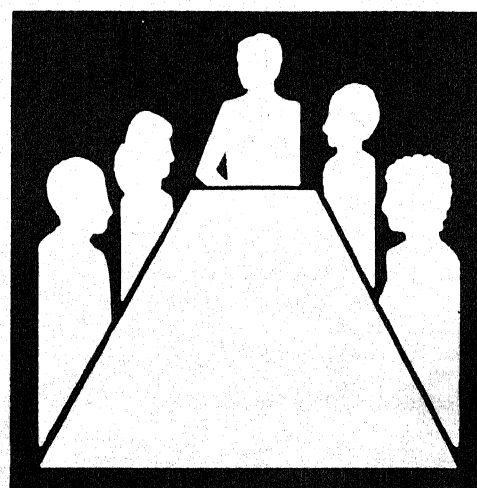
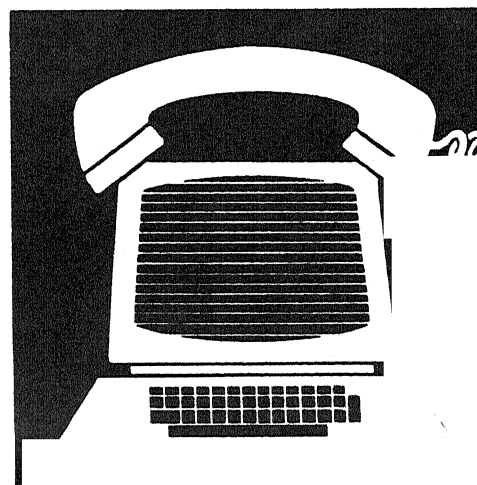
Nationwide workshops,
seminars, conferences,
and services

**In Cities Across the Country,
The National Academy Offers You . . .**

- Update 85: Evaluation Strategies for Vocational Education
- A National Conference: Improving Vocational Education in Rural America
- Third Annual National Entrepreneurship Education Forum
- Eighth Nationwide Vocational Education Dissemination Conference: The Teaching and Marketing of Secondary Vocational Education
- DACUM Training Institute
- Serving the Handicapped and Disadvantaged in Vocational Education: A Study Tour of Exemplary Programs
- Pre-AVA Professional Development Workshops



**NATIONAL
ACADEMY
FOR
VOCATIONAL
EDUCATION**
OF THE
NATIONAL CENTER FOR
RESEARCH IN
VOCATIONAL EDUCATION



UPDATE 85:

Evaluation Strategies for Vocational Education

The Carl D. Perkins Vocational Education Act was designed to assist the states to expand, improve, and update instruction in vocational-technical education programs.

Each state must establish a State Council on Vocational Education. Among their responsibilities, the Councils shall:

- Advise the State Boards and the State Departments of Education on the establishment of evaluation criteria for vocational education programs
- Advise on policies to strengthen vocational education through increased cooperation with business and industry
- Evaluate at least once each 2 years the adequacy and effectiveness of state vocational education programs in achieving their purposes

In most instances, state councils have a new name, new members, and increased evaluation responsibilities. This 2-day workshop is designed to address the evaluation requirements of the Carl D. Perkins Act.

WHEN AND WHERE

July 23-24, 1985—Columbus, OH. National Center for Research in Vocational Education

INSTRUCTIONAL FEE

The instructional fee is \$75 per participant. The fee includes the cost of instruction, resource materials, lunches, refreshments, and local transportation. Hotel accommodations and other meals are not included in the fee.

WHO SHOULD ATTEND

This workshop is designed for staff and members of state councils on vocational education and personnel in state education agencies responsible for planning and evaluation.

PROGRAM HIGHLIGHTS

- An overview of the Legislation with Emphasis on Evaluation Requirements
- Evaluation and Planning: The Role of the State Council
- Assessing Evaluation Capabilities and Establishing Criteria
- Evaluation Strategies in Use: Sharing Techniques that Work
- Analyzing Program Results—An Approach for State Councils
- Involving Business-Industry-Labor in Planning and Evaluating
- Working with Technical Committees
- Vocational Education Programs—An Approach for Evaluation

WORKSHOP INSTRUCTOR

N.L. "Mac" McCaslin, Associate Director, Evaluation and Policy Division, National Center for Research in Vocational Education.

HOTEL ACCOMMODATIONS

Hyatt Regency Columbus
350 North High Street
Columbus, OH 43215
(614) 463-1234

Single Occupancy: \$55 + tax

Double Occupancy: \$55 + tax

CUTOFF DATE: July 8, 1985

A NATIONAL CONFERENCE

Improving Vocational Education in Rural America

FACTS

- Many rural Americans are underemployed or need to develop new skills for employment in new industries. Many workers have an ongoing need for skill upgrading and career change.
- Work opportunities are limited in rural areas. Usually job opportunities within a specific area are limited to one or two industries that require low-skill, low-paid workers.
- Many rural Americans are self-employed. Research evidence supports educating rural youth and adults for self-employment and for jobs in small businesses.
- Rural areas are rapidly growing in population, yet their tax bases are not. Even though rural communities contribute greater percentages of their local resources for education, rural services cost more than similar services in urban areas.

What can vocational education do to help rebuild rural economies?

What special needs do rural Americans have that can be met through vocational education?

Vocational education policymakers, planners, administrators, and instructors need an accurate understanding of rural America to plan and provide quality programs for rural youth and adults.

"Improving Vocational Education in Rural America" will help you in this task by exploring ways to preserve and improve the quality of vocational education programs in rural areas.

WHEN AND WHERE

September 10-11, 1985—Little Rock, AR

INSTRUCTIONAL FEE

The instructional fee of \$125 includes tuition, resource materials, refreshments during breaks, a reception, and luncheon. Hotel accommodations and other meals are not included in the fee.

WHO SHOULD ATTEND

- Administrators and instructional staff in vocational-technical secondary and post-secondary programs
- Members of school and institutional boards and state and local councils on vocational education
- Community-based program representatives
- State and local agency administrators, supervisors, and planners
- State and local legislators
- Business, industry, and labor representatives
- National and state association representatives

PROGRAM HIGHLIGHTS

This 2-day program will provide you with an opportunity to choose from a wide variety of small-group workshops, presentations, and group discussion sessions, in addition to keynote and plenary sessions. Here are a few of the topics planned:

- Linking Secondary-Postsecondary Business/Industry Partnerships with Curriculum Updating
- Rural School-based Enterprises: Youth/Adult Entrepreneurship and Community Development
- Telecommunications Technologies: A Look at Their Adaptability to Vocational Programs
- Articulation of Vocational Programs: Secondary-Postsecondary Linkages
- Vocational Education's Role in Serving the Needs of Handicapped and Disadvantaged Students
- Rural Vocational Education Delivery Models: An Inventory of Exemplary Programs

SPEAKERS

Here is a sampling of speakers and resource people who will be with you.

Marcia Baird, Director of Instructional Communication Systems, University of Wisconsin-Extension; **J. Barry Ballard**, State Director of Vocational and Technical Education in Arkansas; **Carrol Burchinal**, State Director of Vocational Education in North Dakota; **Bill Clinton**, Governor of Arkansas; **Paul Delargy**, Director of the Institute for Community Area Development, University of Georgia; **Darryl Hobbs**, Director of Office of Social and Economic Data Analysis, University of Missouri; **Jack Rawlinson**, Coordinator of Southeastern Illinois Vocational System; **John Van Ast**, Program Director of the Iowa Curriculum Assistance System, Iowa State University; **John Washburn**, Manager of Research and Development Section, Illinois State Board of Education.

HOTEL ACCOMMODATIONS

Camelot Hotel
Markham and Broadway
Little Rock, AR 72201
(501) 372-4371
Single Occupancy: \$38 + tax
Double Occupancy: \$38 + tax
CUTOFF DATE: AUGUST 26, 1985

THIRD ANNUAL**National Entrepreneurship
Education Forum**

Small business is not big business for the U.S. economy. Throughout 1985, state and local communities and educational institutions with high minority enrollment will host 22 workshops and conferences to establish partnerships among industry, education, and government to promote minority economic development.

This nationwide effort to develop model plans and strategies for economic growth through entrepreneurial development will culminate at the **Third Annual Entrepreneurship Education Forum** hosted by the National Center for Research in Vocational Education.

Why is industry, education, and government essential to a comprehensive approach to small business development? What role should each component play in a partnership effort? What are some examples of partnerships that are currently in existence? What impact might a partnership have on your program or organization? These are but a few of the issues to be addressed at the forum.

Come network and share your ideas. Your input can make a difference. Presentations and ideas generated will be developed into working papers to support the presidential initiative for minority business development.

WHEN AND WHERE

October 8-9, 1985—Columbus, OH. National Center for Research in Vocational Education

INSTRUCTIONAL FEE

The \$65 per person instructional fee covers the cost of materials, conference proceedings, lunches and refreshments, a banquet, and local transportation during this 2-day program. Hotel accommodations and other meals are not included in the fee.

WHO SHOULD ATTEND

Leaders in entrepreneurial development including:

- Federal, state, and local government officials
- National association representatives
- Business/industry representatives
- Entrepreneurship educators/trainers
- Education representatives
- Economic development personnel

PROGRAM HIGHLIGHTS

Key experts and practitioners from national, state, and local organizations concerned with the role of small business in the economic development of this nation are invited to share their views and to spark provocative discussions among forum participants. Speakers will include spokespersons from the U.S. Department of Commerce, U.S. Department of Education, state departments of vocational education, state gubernatorial officers, local government, American Association of Community and Junior Colleges (AACJC), National Federation of Independent Business (NFIB), and U.S. Small Business Administration (SBA).

HOTEL ACCOMMODATIONS

Holiday Inn on the Lane
328 West Lane Avenue
Columbus, OH 43201
(614) 294-4848
Single Occupancy: \$30 + tax
Double Occupancy: \$38 + tax
CUTOFF DATE: SEPTEMBER 23, 1985

EIGHTH NATIONWIDE VOCATIONAL EDUCATION DISSEMINATION CONFERENCE

The Teaching and Marketing of Secondary Vocational Education

WHY THE D&U CONFERENCE

As an educator involved with or interested in vocational education dissemination and utilization (D&U), you've got a big job—keeping up with the latest in marketing and dissemination techniques, new model teacher education programs and projects, and the latest in research. You've also got to keep up your "people networks" and stay current with your colleagues. The **Eighth Nationwide Vocational Education Dissemination Conference** will help you in this task.

WHO SHOULD ATTEND

This annual conference is for those involved in—and those wanting to find out more about—marketing and dissemination programs and the newest teacher education and program improvement efforts. It's for disseminators, change agents, linkers, program administrators, researchers, trainers, marketers, teacher educators, program planners, developers, supervisors and coordinators, and other practitioners.

WHEN AND WHERE

October 15-17, 1985—Columbus, OH. National Center for Research in Vocational Education

INSTRUCTIONAL FEE

The fee for this conference is \$75 per person, which includes instruction, resource materials, refreshments, lunches, and local transportation. Hotel accommodations and other meals are not included in the fee.

1985 CONFERENCE HIGHLIGHTS

This year, conferees and presenters will explore **"The Teaching and Marketing of Secondary Vocational Education."** During the 2½-days of miniworkshops, practice, demonstrations, and other types of large-group and small-group activities, teaching, marketing, and other dimensions of secondary vocational education dissemination and program improvement will be addressed. Topics may include:

- Newest Teacher Education and Program Improvement Efforts
- Policies, Practices, and Research in Teacher Education
- Secondary Vocational Education Marketing Strategies and Ideas
- Preservice and Inservice Instruction and Induction of Teachers
- New Technologies for Effective Marketing
- Diverse, Marketable Products and Services for Secondary Vocational Education
- Marketing and Dissemination Programs
- Marketing Information and Information Services
- Designing Marketing Approaches: Tools and Techniques
- Developing New Markets; Rethinking Old Ones
- Stimulating the Marketing of Exemplary Program Improvement Resources Identified through Networking
- Establishing and Maintaining Marketing Linkages

WANT TO BE A PRESENTER?

You are invited to submit recommendations and proposals related to any of the topics listed above. Send them as early as possible to Dr. Norm Singer at the National Center, **but no later than September 17.** Presentations from the field are what makes this annual nationwide vocational education conference work! **Be a presenter this year. Be a conferee. Be both!**

HOTEL ACCOMMODATIONS

Hyatt Regency Columbus
350 North High Street
Columbus, OH 43215
(614) 463-1234
Single Occupancy: \$55 + tax
Double Occupancy: \$55 + tax
CUTOFF DATE: SEPTEMBER 30, 1985

DACUM Training Institute

6-Day Training Program

As a manager or developer of occupational training programs, you've got to know exactly what happens at the work site. **DACUM** can make that connection for you.

WHAT IS DACUM (Developing A Curriculum)

The **DACUM** process is an innovative, low-cost, quick, and effective approach to occupational analysis. It has been used to analyze occupations at the professional, technical, skilled, and semiskilled levels.

The **DACUM** process for occupational analysis involves actual workers—those who are known for being "the best at their jobs." These workers describe in the language of the occupation exactly what they do and how they do it. Once the process is completed, a **DACUM** chart—a graphic profile of the tasks required in that occupation—has been developed by the workers. The **DACUM** analysis can then be used as a basis for:

- Curriculum development
- Recording of student achievement
- Training needs assessment
- Worker performance evaluations
- Competency test development

WHAT MAKES THE DACUM PROCESS WORK

An expert **DACUM** coordinator/facilitator with a special combination of process, communication, and interpersonal skills makes the process work. The coordinator/facilitator is a process expert who is highly skilled in group dynamics and the art of interaction and who knows how to guide the participation and interaction of the panelists (workers) in a specific sequencing of brainstorming and consensus-seeking activities.

If you have (1) experience in group process skills, (2) personal interaction and facilitation skills, (3) experience in curriculum development, and (4) the potential for application of the **DACUM** process in your current position, then you can make the **DACUM** connection!

WHAT IS BEING OFFERED

A 6-day intensive training program that will:

- Explain the basic elements and characteristics of the **DACUM** approach
- Help you learn how to organize and plan an occupational analysis using the **DACUM** approach
- Provide you with criteria for identifying and selecting workers as panelists
- Help you learn techniques for facilitating group interaction
- Provide you with a complete demonstration of the **DACUM** process by an expert facilitator

- Give you the opportunity to practice critical **DACUM** facilitation skills under the supervision of an experienced facilitator

WHEN AND WHERE

October 21-26, 1985—Hilton Head Island, SC
Host College: Beaufort Technical College

INSTRUCTIONAL FEE

The instructional fee is \$825 per participant. The fee includes instruction, required instructional materials, lunches and refreshments, and local transportation. Hotel accommodations and other meals are not included in the fee.

WHO SHOULD ATTEND

The training institute is designed for persons who are responsible for conducting job or occupational analyses, program or course designers, training coordinators, educational specialists, staff development specialists, and curriculum developers.

APPLICATION FOR PARTICIPATION

Participation in the institute will be by approved application. Selection will be based on need and on an assessment of each applicant's potential for being a successful **DACUM** coordinator/facilitator.

If you wish to request an application, call the National Academy at (800) 848-4815 toll-free outside Ohio or (614) 486-3655, ext. 235 (in Ohio, Alaska, and Hawaii). **The deadline for submitting an application and three recommendations is September 20, 1985.** Applicants will be notified by September 25, 1985, of their selection for the training program.

INSTITUTE INSTRUCTORS

James Hamilton, former Senior Research Specialist, National Center for Research in Vocational Education; **Robert Norton**, Senior Research Specialist, National Center for Research in Vocational Education; **Fred Seitz**, Director of Staff and Curriculum Development, Beaufort Technical College; and **Allen Wiant**, Research Specialist, National Center for Research in Vocational Education.

SERVING THE HANDICAPPED AND DISADVANTAGED IN VOCATIONAL EDUCATION

A Study Tour of Exemplary Programs

As a result of the Carl D. Perkins Vocational Education Act of 1984, there continues to be an even greater emphasis upon serving the education and training needs of special population students in our schools. All educators and concerned citizens need to prepare themselves

to respond to the challenges of preparing handicapped and disadvantaged individuals for meaningful, satisfying work. Important keys to providing these special needs students with necessary employability skills are human and material support services. Through the assistance of these support services, handicapped and disadvantaged learners can be mainstreamed into regular vocational classrooms and laboratories.

STUDY TOUR PLANNED

Join us "on location" in St. Louis, Missouri, to obtain information about exemplary vocational education programs that serve handicapped and disadvantaged students. Learn firsthand how the diverse needs of these special populations are considered in assessment, counseling, program planning, and job placement. Through on-site visits and discussions with resource personnel, you as a participant will be able to examine how the special needs of handicapped and disadvantaged students are successfully served in secondary and post-secondary institutions.

All participants will be encouraged to share their experiences, approaches, and concerns with regard to serving the needs of handicapped and disadvantaged students.

The first day of this program has been designed to provide individuals with an opportunity to share information through a series of formal presentations. If you would like to present information about successful materials, projects, or programs in which you are involved, please call the National Academy office or send us a proposal regarding your presentation.

WHAT YOU WILL LEARN

Individuals attending this study tour will have an opportunity to:

- Discuss the needs of handicapped and disadvantaged students in vocational education programs
- Critique the need for and qualities of effective support services for handicapped and disadvantaged students
- Identify the various functions of school personnel and competencies needed in implementing vocational programs for handicapped and disadvantaged students
- Assess the unique aspects of the exemplary programs visited
- Acquire information and strategies for mainstreaming disadvantaged and handicapped students into vocational education programs and placement into jobs

WHO SHOULD ATTEND

This program is designed for individuals who are responsible for or concerned about helping handicapped and disadvantaged students attain appropriate and marketable job skills. Personnel who will benefit from this study tour include secondary and postsecondary voca-

tional education administrators and instructors, local and state coordinators of special needs programs, guidance counselors, teacher educators, career education specialists, and special education teachers.

WHEN AND WHERE

November 12-14, 1985—St. Louis, MO

This program will begin at 8:30 a.m. on Tuesday, November 12, and conclude at 12:00 noon on Thursday, November 14.

INSTRUCTIONAL FEE

The \$125 per person instruction fee covers the cost of instruction, study materials, transportation between sites, refreshments, and lunches. Hotel accommodations and other meals are not included in the fee.

HOTEL ACCOMMODATIONS

Sheraton West Port Inn
191 West Port Plaza
St. Louis, MO 63146
(314) 878-1500

Single Occupancy: \$61 + tax

Double Occupancy: \$61 + tax

CUTOFF DATE: OCTOBER 29, 1985

REGISTER

NAME(S) _____

ORGANIZATION _____

BUSINESS ADDRESS _____

CITY _____

TELEPHONE () _____ SIGN _____

Workshop Name _____

Workshop Date _____ Workshop _____

_____ Check enclosed in the amount of _____
Research in Vocational Education _____

_____ Purchase order number _____

_____ Written guarantee of payment from _____

_____ Charge to my credit card _____

1985 PROGRAM CALENDAR

JULY	July 23-24 Columbus, OH	Update 85: Evaluation Strategies for Vocational Education
SEPTEMBER	September 10-11 Little Rock, AR	Improving Vocational Educa- tion in Rural America
OCTOBER	October 8-9 Columbus, OH	Third Annual National Entre- preneurship Education Forum
	October 15-17 Columbus, OH	Eighth National Vocational Education Dissemination Conference
	October 21-26 Hilton Head Island, SC	DACUM Training Institute
NOVEMBER	November 12-14 St. Louis, MO	Serving the Handicapped and Disadvantaged in Voca- tional Education
DECEMBER	December 4-5 Atlanta, GA	Pre-American Vocational Association Workshops

I hereby agree to pay the sum set forth on this card to the bank which issued my card in accordance with the terms of the credit card for the purchase of goods and services.

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address _____

city _____ state _____

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signature _____

The National Academy for Vocational Education is sponsored by the
Office of Vocational and Adult Education,
United States Department of Education

Mail your request to the NATIONAL ACADEMY FOR VOCATIONAL EDUCATION
at the National Center for Research in Vocational Education
Road, Columbus, OH 43210-1000

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Sheraton West Port Inn
191 West Port Plaza
St. Louis, MO 63146
(314) 878-1500

Single Occupancy: \$61 + tax

Double Occupancy: \$61 + tax

CUTOFF DATE: OCTOBER 29, 1985

1985 PROGRAM CALENDAR

JULY	July 23-24 Columbus, OH	Update 85: Evaluation Strategies for Vocational Education
SEPTEMBER	September 10-11 Little Rock, AR	Improving Vocational Education in Rural America
OCTOBER	October 8-9 Columbus, OH	Third Annual National Entrepreneurship Education Forum
	October 15-17 Columbus, OH	Eighth National Vocational Education Dissemination Conference
	October 21-26 Hilton Head Island, SC	DACUM Training Institute
NOVEMBER	November 12-14 St. Louis, MO	Serving the Handicapped and Disadvantaged in Vocational Education
DECEMBER	December 4-5 Atlanta, GA	Pre-American Vocational Association Workshops

**The National Academy for Vocational Education is sponsored by the
Office of Vocational and Adult Education,
United States Department of Education**

Register Now!

REGISTRATION FORM

NAME(S) _____ POSITION _____

ORGANIZATION _____

BUSINESS ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE () _____ SIGNATURE _____

Workshop Name _____ Fee \$ _____

Workshop Date _____ Workshop Location _____

_____ Check enclosed in the amount of \$ _____ made payable to The National Center for Research in Vocational Education

_____ Purchase order number _____ (attach copy)

_____ Written guarantee of payment from organization is enclosed

_____ Charge to my credit card

I hereby agree to pay the sum set forth below to the bank which issued my card in accordance with the terms of the credit card for the purchase of goods and services.

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address

city state zip

Visa Number/MasterCard Number

expiration date

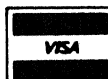
present date

signature

OFFICE USE ONLY

date

authorization



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Amount

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Mail your request to the NATIONAL ACADEMY FOR VOCATIONAL EDUCATION
at the National Center for Research in Vocational Education, 1960 Kenny
Road, Columbus, OH 43210-1090.

Plan your participation now!

PROGRAM REGISTRATION INFORMATION

UPDATE 85: EVALUATION STRATEGIES FOR VOCATIONAL EDUCATION

LOCATION: Columbus, OH

DATES: July 23-24, 1985

INSTRUCTIONAL FEE: \$75

REGISTRATION

CUTOFF DATE: July 8, 1985

HOTEL ACCOMMODATIONS:

Hyatt Regency Columbus
350 North High Street
Columbus, OH 43215
(614) 463-1234
Single Occupancy: \$55 + tax
Double Occupancy: \$55 + tax

A NATIONAL CONFERENCE: IMPROVING VOCATIONAL EDUCATION IN RURAL AMERICA

LOCATION: Little Rock, AR

DATES: September 10-11, 1985

INSTRUCTIONAL FEE: \$125

REGISTRATION

CUTOFF DATE: August 26, 1985

HOTEL ACCOMMODATIONS:

Camelot Hotel
Markham and Broadway
Little Rock, AR 72201
(501) 372-4371
Single Occupancy: \$38 + tax
Double Occupancy: \$38 + tax

THIRD ANNUAL NATIONAL ENTREPRENEURSHIP EDUCATION FORUM

LOCATION: Columbus, OH

DATES: October 8-9, 1985

INSTRUCTIONAL FEE: \$65

REGISTRATION

CUTOFF DATE: September 23, 1985

HOTEL ACCOMMODATIONS:

Holiday Inn on the Lane
328 West Lane Avenue
Columbus, OH 43201
(614) 294-4848
Single Occupancy: \$30 + tax
Double Occupancy: \$38 + tax

EIGHTH NATIONWIDE VOCATIONAL EDUCATION DISSEMINATION CONFERENCE: THE TEACHING AND MARKETING OF SECONDARY VOCATIONAL EDUCATION

LOCATION: Columbus, OH

DATES: October 15-17, 1985

INSTRUCTIONAL FEE: \$75

REGISTRATION

CUTOFF DATE: September 30, 1985

HOTEL ACCOMMODATIONS:

Hyatt Regency Columbus
350 North High Street
Columbus, OH 43215
(614) 463-1234
Single Occupancy: \$55 + tax
Double Occupancy: \$55 + tax

DACUM TRAINING INSTITUTE

LOCATION: Hilton Head Island, SC

DATES: October 21-26, 1985

INSTRUCTIONAL FEE: \$825

APPLICATION

CUTOFF DATE: September 20, 1985

SERVING THE HANDICAPPED AND DISADVANTAGED IN VOCATIONAL EDUCATION: A STUDY TOUR OF EXEMPLARY PROGRAMS

LOCATION: St. Louis, MO

DATES: November 12-14, 1985

INSTRUCTIONAL FEE: \$125

REGISTRATION

CUTOFF DATE: October 29, 1985

HOTEL ACCOMMODATIONS:

Sheraton West Port Inn
191 West Port Plaza
St. Louis, MO 63146
(314) 878-1500
Single Occupancy: \$61 + tax
Double Occupancy: \$61 + tax

PRE-AMERICAN VOCATIONAL EDUCATION WORKSHOPS

LOCATION: Atlanta, GA

DATES: December 4-5, 1985

INSTRUCTIONAL FEE: \$125

REGISTRATION

CUTOFF DATE: November 19, 1985

HOTEL ACCOMMODATIONS:

Atlanta Marriott Marquis
265 Peachtree Center Ave.
Atlanta, GA 30303
(404) 521-0000

Now in the planning • Mark your calendar

THE NATIONAL ACADEMY FOR VOCATIONAL EDUCATION

at the

NATIONAL CENTER FOR RESEARCH IN VOCATIONAL EDUCATION

Presents



PRE-AVA ANNUAL MEETING
PROFESSIONAL
DEVELOPMENT
WORKSHOPS

DECEMBER 4-5, 1985

ATLANTA, GEORGIA
Atlanta Marriott Marquis Hotel

These National Academy professional development workshops are specifically designed to meet the needs of local and state administrators, teacher educators, project directors, coordinators, and others in public and private institutions providing training. Each workshop features instructors recognized for their expertise and professional experience in their area. All workshops will begin with registration on Wednesday, December 4, at 8:30 a.m. and conclude at 4:00 p.m. on Thursday, December 5.

WATCH YOUR MAIL!

You'll be receiving your official invitation with much more information.

About the National Academy for Vocational Education

The National Academy for Vocational Education addresses the professional development and leadership needs of the many constituencies that comprise the vocational education community. During the past 7 years, its mission has been accomplished through the development, operation, and refinement of two distinct but related programs: the Institute Program and the In-residence Program.

INSTITUTE PROGRAM

The Institute Program plans, promotes, and conducts professional development activities on a nationwide basis for professional career, vocational, technical, and occupational personnel. Such programs take the form of sharply focused workshops, seminars, and conferences and are operated on a cost-recovery basis. The topics and substance of these activities are derived from a variety of sources: needs assessment activities, national priority issues, themes and efforts of the National Center, advisory group recommendations, and field requests.

On-Site Professional Development

If you can't come to us, we'll come to you!

On-site training and services can be scheduled at a time and place convenient to you. We'll bring the National Center's expertise to you and your staff. We'll present professional development programs on your premises and tailor them to meet your specific needs.

Convenience

On-site professional development activities can be scheduled when and where you want them. You may wish to schedule training at a time when your group has been called together for another purpose or when classes are on break.

Cost-Effective

An on-site program offers significant savings in your staff development budget. The cost per person can be reduced and expensive travel and lodging minimized or even eliminated.

The National Academy operates on a cost-recovery basis; thus, an individual budget will be prepared for you upon request. Costs of activities vary depending on the range of services needed, the location of the activity, the length of the activity, the instructional materials used, and the number of participants.

IN-RESIDENCE PROGRAM

The National Academy's In-residence Program provides **you** the opportunity to come to the National Center to fulfill **your own** individualized professional development program.

What does the In-residence Program offer you?

It provides **you** the—

- Flexibility to begin and end your program whenever you wish throughout the year
- Assistance in developing and implementing **your own** program of study
- Use of the world's largest and most comprehensive library collection of resources in adult, career, and vocational education
- Access to ERIC and other databases
- Interaction with any of over 100 professional vocational education personnel working at the National Center and its parent institution, The Ohio State University

To Participate

There is **no charge** for you to participate. However, you must assume responsibility for your personal expenses, including travel, housing and meals, a university parking permit, computer searches, and document purchases. You will be provided with office space and professional staff assistance in designing and carrying out your work.

To Apply

You will need to—

- Make application and submit information pertinent to your past educational preparation and employment
- State specific program objectives and related learning experiences you want to pursue while at the National Center
- Be recommended for participation by three members of your sponsoring or employing institution or organization
- Be willing to spend a minimum of 1 week at the National Center

For more information . . .

on the National Academy's programs and services, please call the National Academy at (800) 848-4815 toll-free outside Ohio or (614) 486-3655, ext. 235 (in Ohio, Alaska, and Hawaii).

REGISTRATION INFORMATION

Registration fees are listed with each program description. The specified fee quoted is per person and includes the cost of instruction, instructional materials, and refreshments during the program. Lunches are included only where specified. The fee does not include lodging, meals, or other expenses incurred in attending the activity.

TO REGISTER

Complete the attached registration form and mail it with your check or indicate on the form how payment will be made. Send to:

**The National Academy for
Vocational Education
The National Center for Research
in Vocational Education
The Ohio State University
1960 Kenny Road
Columbus, OH 43210-1090**

Telephone and on-site registration will be accepted if a purchase order or written guarantee of payment from your organization is provided. Telephone registrations or inquiries can be made by calling (800) 848-4815 toll-free outside Ohio or (614) 486-3655, ext. 235. Telex number: 8104821894. Cable number: CTVOCEDOSU/Columbus, Ohio.

EARLY REGISTRATION IS ESSENTIAL!

The National Academy operates on a cost-recovery basis; thus, a minimum number of participants are needed to offer each program. The **CUTOFF DATE** listed for each program is the cutoff date for both the hotel accommodation and program registration. If you wish to register after the specified **CUTOFF DATE** you should check with the National Academy to determine the status of the activity.

HOTEL ACCOMMODATIONS

A block of rooms has been reserved at a special rate for program participants at each location. All overnight accommodations are the responsibility of the participants. For reservations, please contact the appropriate hotel directly and identify yourself as a registrant for the National Academy for Vocational Education program. Rooms will be released at 6:00 p.m. at each hotel on the scheduled date of arrival unless guaranteed by credit card or one night's deposit.

CANCELLATIONS

Cancellations must be received five (5) working days prior to the start of the program in order to receive a refund or avoid billing. If insufficient registration necessitates cancelling the program, the full fee will be refunded. There is no charge for substitutions.

IF PHYSICALLY HANDICAPPED

Please contact the National Academy at least five (5) days prior to the program to allow enough time to arrange appropriate services.

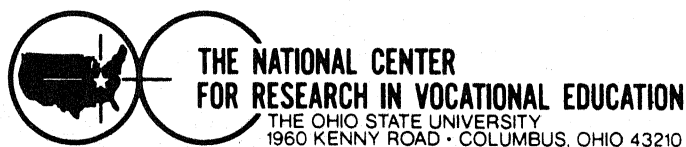
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